



Early Childhood Education and Assistance Program

# ECEAP Management System Training Manual



September 2009

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# SECTION I

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## Introduction – The ECEAP Management System

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The ECEAP Management System (EMS) is a comprehensive database which tracks child and program information and demographics. DEL ECEAP staff use the EMS data to monitor contractor compliance with the ECEAP Performance Standards and Contract.

Information collected in the EMS is often requested by state and national researchers studying state pre-kindergarten programs, or state lawmakers who use this data to make funding decisions.

Contractors use EMS reports to track program requirements, and to compile program data for local planning.

The ECEAP Management System has five main sections:

1. Contractor Information
2. Subcontractor Information
3. Program Information
4. Monthly Reports
5. Child Enrollment

EMS data is kept secure and no identifying information is released. It is very important that contractors monitor their EMS data for accuracy, since important decisions are based on the data.

## SECTION II

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### Getting Started

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#### 1. Logging On

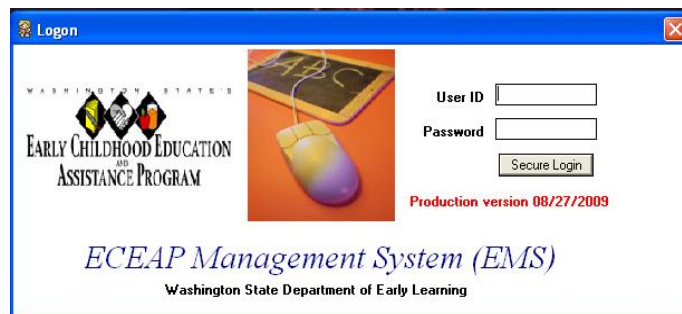
Contact the DEL ECEAP staff at (360)725-2839 or e-mail 'ECEAP@del.wa.gov' for information on installing the EMS system software, and obtaining your User ID and Password. Only staff designated by an ECEAP director may have access to the ECEAP Management System.

Once the “ecepclient” application is loaded on to your computer, add the “teddy bear” shortcut to your desktop.



Double click the shortcut, and enter your User ID and password.

#### ECEAP Management System Logon Screen

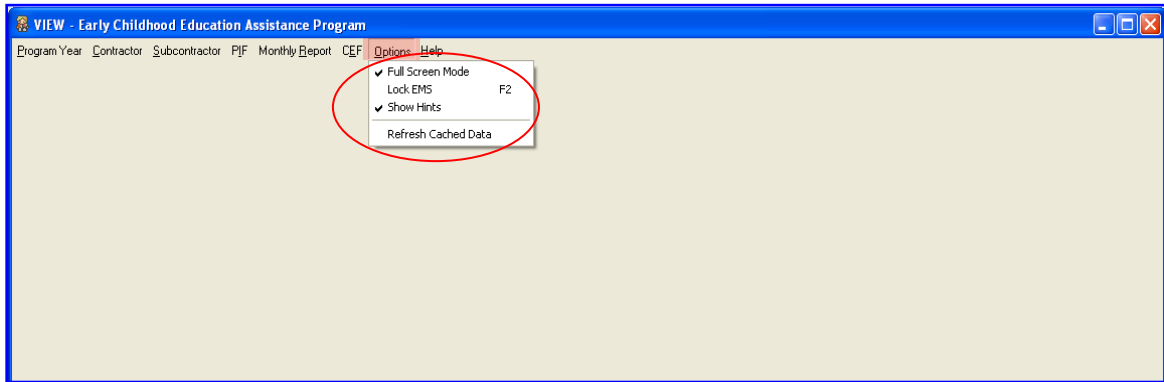


#### 2. Options

Once you are logged in, you can select your EMS options by clicking on “Options” on the menu bar (see graphic next page).

- Place a check next to the Full Screen Mode to cover your desktop and set EMS to full screen. If it's not checked, you will only see the menu bar at the top of your screen, and any programs you have open in the background will still be displayed.
- Locking the EMS will bring up the logon screen. Use this option to protect confidential information while away from your desk. This does not log you off the system, however you must reenter your User ID and Password to return to your work. You will also be automatically locked out of the EMS after a period of time with no activity.

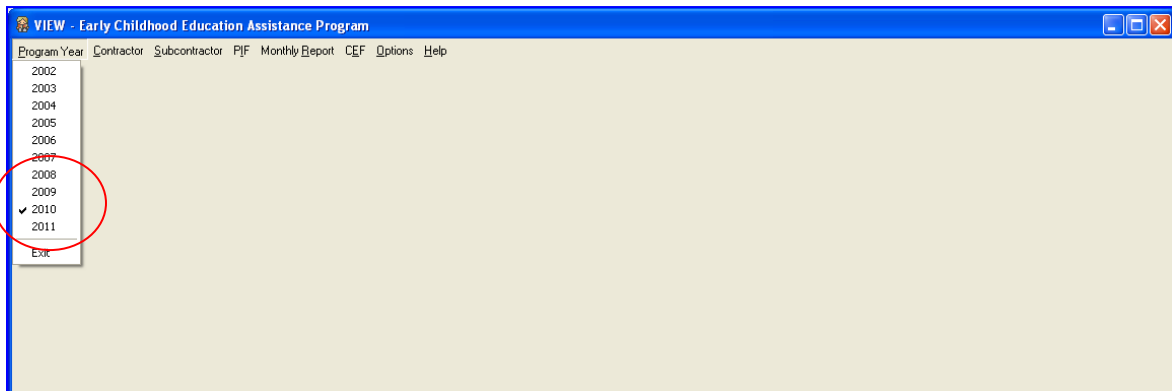
- Place a check next to the “Show Hints” option to access helpful hints and definitions throughout the database. If this option is checked, simply hover over any data entry field and an explanation will appear for a few seconds.



### 3. Program Year

When you log on, the default program year will always be set to the current program year. Each program year starts July 1 and ends June 30<sup>th</sup>. For example: Program Year 2008 goes from July 1, 2007 to June 30, 2008.

The EMS contains historical data dating back to 2002. To view data from previous program years, simply select “Program Year” on the Menu Bar. Then select the year for which you would like to view data.

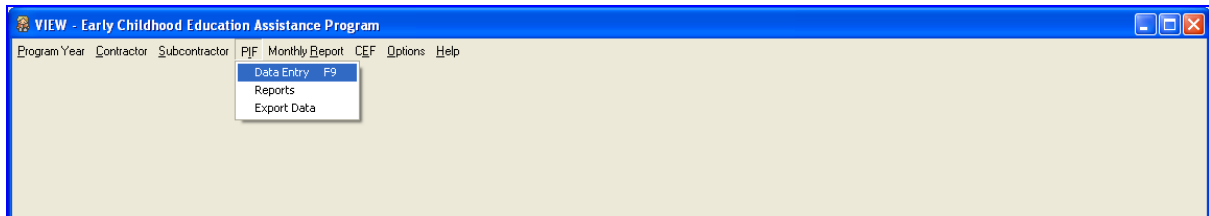


**IMPORTANT:** Always make sure you return to the current program year when entering data. If you inadvertently enter data in a previous year, a dialog box will appear prompting you to quit or continue.

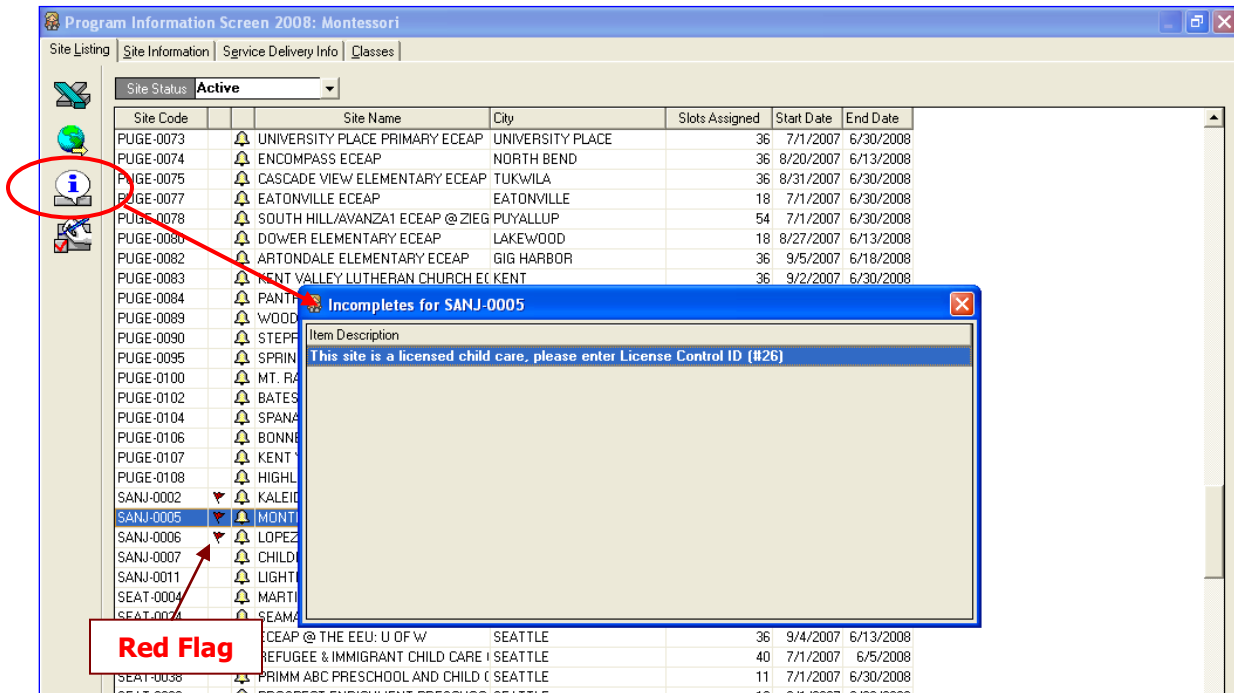
The EMS program year automatically changes each July 1. Therefore in July, when submitting Monthly Reports for June activities, you must ensure you are in the correct fiscal year.

#### 4. Data Entry

Each section of the EMS has a Data Entry option on the drop down menu. Select this to start entering or revising your data.



All **yellow** fields in the data entry forms must be completed. Incomplete records are identified by a red flag . Click on the button on the left menu bar to find out what information is missing.



## SECTION III

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### Navigation

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#### 1. Keyboard commands

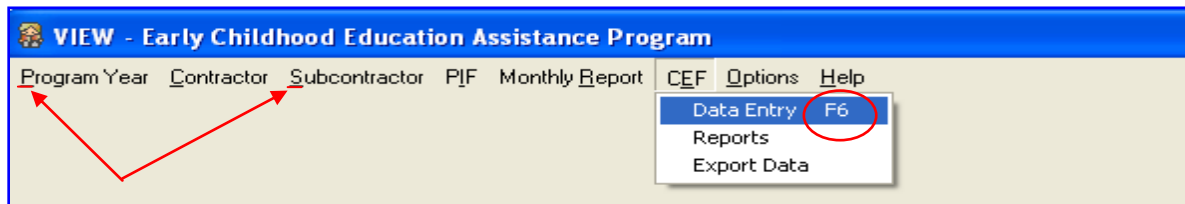
Some users may prefer to use keyboard commands rather than mouse click when navigating through a page or executing commands. Following are some EMS keyboard commands.

The [Tab] key on the keyboard moves the cursor forward one field at a time. Hold down [Shift] and [Tab] to move the cursor backward one field at a time.

The Down and Right Arrow keys move the cursor forward one character at a time within a field. The Up and Left Arrow keys move the cursor backward one character at a time.

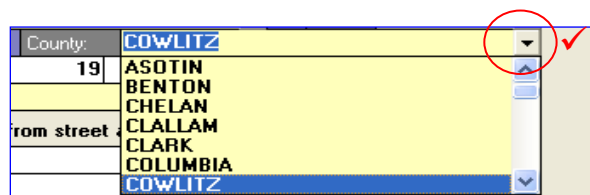


To use shortcut keys in EMS, type [alt] and the underlined letter in the menu bar. In the drop down menus use the function key following the command. For example: F6 for Data Entry.




#### 2. Drop Down Menus


Drop down menus are used to choose from existing options. Click on the “▼” to view your options, or simply type in the first couple of letters and any available matches will show.





### 3. Calendar

Click the  button to bring up an electronic calendar. Choose dates from the calendar, or type in the date manually. The calendar is handy when you need to look up a date.



32 Class start date (PAF required with voucher beginning on this date): 09/10/2007

33 Class end date (PAF required with end-of-month vouchers until this date, PAF optional after this date.): 06/05/2008

34 Instructions and conversations provided in the following language(s): English

(If Other, please specify):

Select a Date

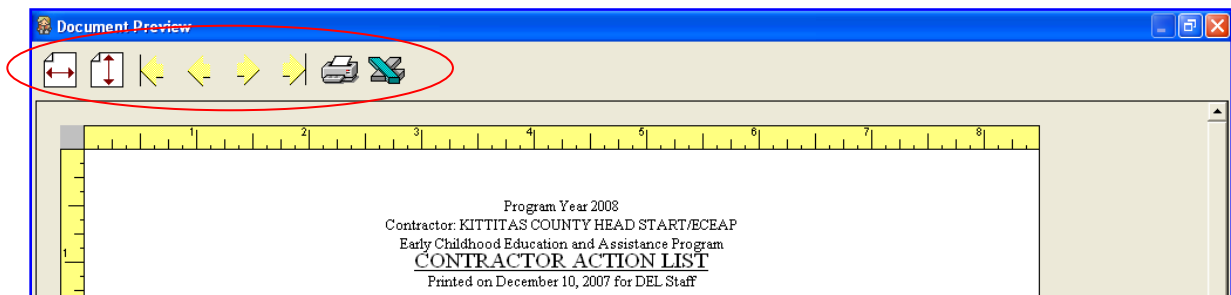
September, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OK Cancel

### 4. Navigate in a Report

Reports have their own unique navigations buttons located at the top of your screen.



Stretches the report to the width of your screen



Sizes the report to full page view



Scroll to first page of the report



Scroll one page back



Scroll one page forward



Scroll to last page of the report



Prints your report



Exports your report to .CSV, which can then be converted to Excel

## SECTION IV

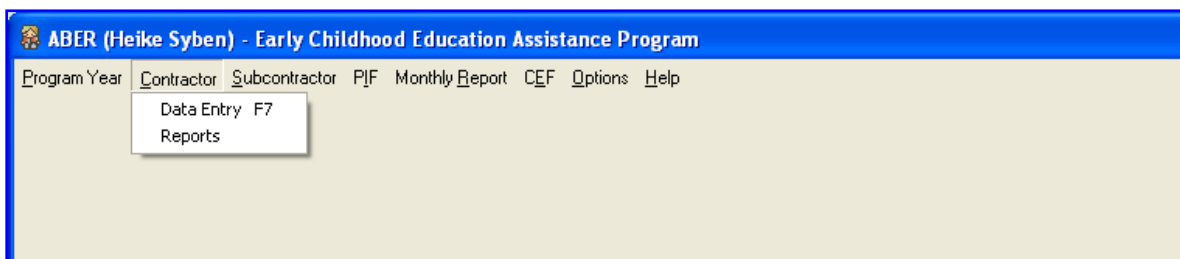
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### Contractor Information

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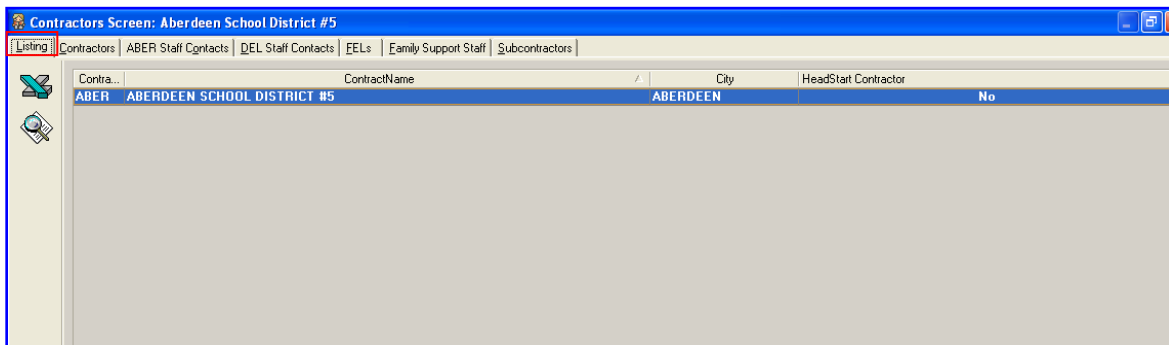
The Contractor section provides contact information for contractors and state ECEAP staff. This section is view only. Information is updated by state ECEAP staff. Contact DEL ECEAP staff at (360)725-2839 or e-mail 'ECEAP@del.wa.gov' if any of the information about your agency is inaccurate.

To view, select “Contractor” and “Data Entry” from the main menu bar.



#### 1. Listing Tab

This screen lists the four-letter contractor ID, contractor name, the city, and whether or not the contractor is also a Head Start contractor. As a contractor, you should only see your program on this screen.



#### 2. Contractors Tab

This screen lists the main contact information for the contractor. It also lists the ECEAP contract number, fiscal year start and end dates, Tax ID, and other important information for DEL.

**Contractors Screen: Aberdeen School District #5**

Listing | **Contractors** | ABER Staff Contacts | DEL Staff Contacts | EELs | Family Support Staff | Subcontractors

Contractor	ABERDEEN SCHOOL DISTRICT #5			ID	ABER
Contract Number					
Contractor Fiscal Yr	FY Start (mm/dd)	09/01	FY End (mm/dd)	08/31	
Tax ID	916001546	SWV#	SWV0011411-00	Leg Districts	
ESD	113	Does Contractor also contract with Head Start?	NO		
Contact Name	NANCY C LIEDTKE	Phone	(360) 538-2191	Ext	
Contact Title	ECEAP/EARLY CHILDHOOD COORDINATOR	FAX	(360) 538-2192		
Contact EMail	NLIEDTKE@ASD5.ORG				
Street Address	1313 PACIFIC AVE				
Street City	ABERDEEN	State	WA	Postal Code	98520-
Street County	GRAYS HARBOR				
Mailing Address	Same as Street Address				
Mailing City		State		Postal Code	
Mailing County					

To Edit Contractor Contact information, click on the "ABERStaff Contacts" Tab (above) and then modify the Contractor Contact.

### 3. Contractor Staff Contacts

The "Staff Contacts" screen lists the contractor's ECEAP staff and their role. To view contact information on staff listed, select their name. The information shows up at the bottom of the screen.

**Contractors Screen: Aberdeen School District #5**

Listing | Contractors | **ABER Staff Contacts** | DEL Staff Contacts | EELs | Family Support Staff | Subcontractors

Contact Type	Contact Name	Effective Date
Program Manager	NANCY C LIEDTKE	7/5/2005
Data Contact	JAN LAUKKANEN	11/7/2005
Director	NANCY C LIEDTKE	7/5/2005
Contract Contact	NANCY C LIEDTKE	7/5/2005
Voucher Contact	NANCY C LIEDTKE	1/18/2006
Budget Contact	DORIS DALY	3/9/2006

**HIST**

Contact information

Contact Name	NANCY C LIEDTKE	Phone	(360) 538-2191	Ext	
Contact Title	ECEAP/EARLY CHILDHOOD COORDINATOR	FAX	(360) 538-2192		
Contact EMail	NLIEDTKE@ASD5.ORG				
Street Address	1313 PACIFIC AVE				
Street City	ABERDEEN	State	WA	Postal Code	98520-
Street County	GRAYS HARBOR				
Mailing Address	Same as Street Address				
Mailing City		State		Postal Code	
Mailing County					

### 4. DEL Staff Contacts

The "DEL Staff Contacts" screen lists DEL ECEAP staff and their roles. To view contact information about DEL staff, click on their name. The information is displayed at the bottom of the screen.

## 5. FEL's

This screen lists the contractor's Funded Enrollment Level (FEL) and slot adjustments (if any).

Contract FEL	Effective Date
189	07/01/2009

Please enter the Contract FEL and the starting date that this FEL took effect.

FEL Type

☒ Contract FEL

☐ Temporary Slot Adjustment

## 6. Family Support Staff

This tab is currently not being used.

## 7. Subcontractors

The subcontractors for each site are listed here. This information comes from field #22 on the site information tab (Page 15) on the Program Information Form (PIF) data entry screen. If the information is inaccurate, please check the data that was entered in the PIF.

Subcontractor Name	Site Code
COSMOPOLIS SCHOOL DISTRICT	ABER-0004
ELMA SCHOOL DISTRICT	ABER-0008
HOQUIAM SCHOOL DISTRICT	ABER-0011
MCCLEARY SCHOOL DISTRICT	ABER-0010
MONTESANO SCHOOL DISTRICT	ABER-0017
NORTH BEACH SCHOOL DISTRICT	ABER-0022
OCCOSTA SCHOOL DISTRICT	ABER-0006

## 8. Reports

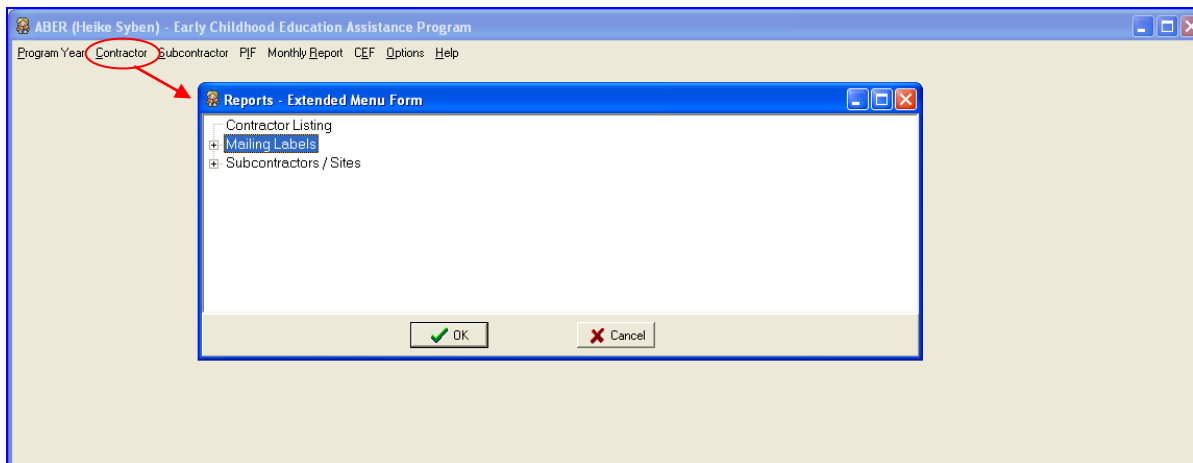
The Reports section under the Contractor tab allows you to view and print mailing labels for ECEAP staff and your subcontractors.

ABER (Heike Syben) - Early Childhood Education Assistance Program

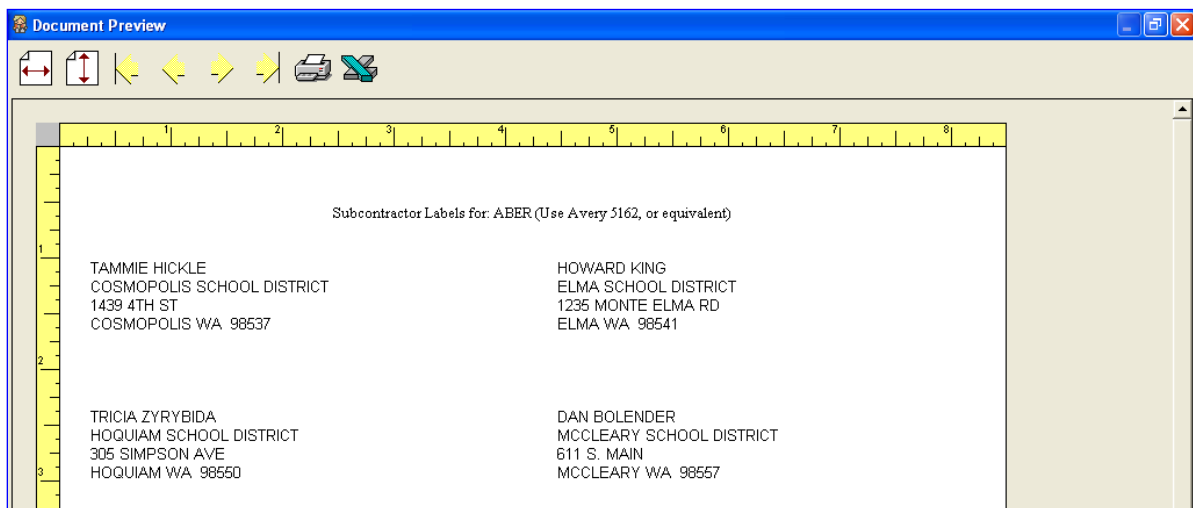
Program Year Contractor Subcontractor PIF Monthly Report CEF Options Help

Data Entry F7

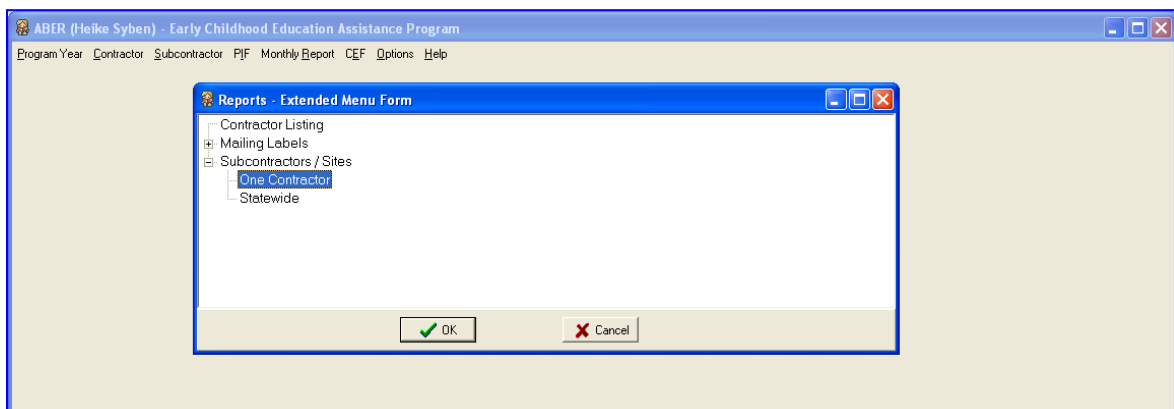
Reports



The labels are formatted to print on Avery 5162 address labels or equivalent size.



The Subcontractors/Sites option provides a listing of all your subcontractors, sites, contact names, and their addresses and phone numbers in one convenient document.



Document Preview

Program Year 2008  
Contractor: ABERDEEN SCHOOL DISTRICT #5  
Early Childhood Education and Assistance Program  
**CONTRACTORS, SUBCONTRACTORS, AND SITES REPORT**  
Printed on November 07, 2007 for DEL Staff

Subcontractor / Site	FEL	Site Code	Contact Name	Contact Title	Phone	Mailing Address	City	State	Zip
<b>ABERDEEN SCHOOL DISTRICT #5</b>									
Contract FEL:	151	Contact:	NANCY LIEDTKE	ECEAP/EARLY CHLDH	(360) 538-2191	1313 PACIFIC AVE	ABERDEEN	WA	98520
<b>Subcontractors</b>									
1 COSMOPOLIS SCHOOL DIST	4	ABER-0004	TAMMIE HICKLE	SUPERINTENDENT	(360) 532-7181	1439 4TH ST	COSMOPOLIS	WA	98537
2 OCOSTA SCHOOL DISTRICT	6	ABER-0006	GAIL SACKMAN	SUPERINTENDENT	(360) 268-9125	2580 MONTESANO ST SOUTH	WESTPORT	WA	98595
3 ELMA SCHOOL DISTRICT	6	ABER-0008	HOWARD KING	SUPERINTENDENT	(360) 482-2822	1235 MONTE ELMA RD	ELMA	WA	98541
4 MCCLEARY SCHOOL DIST	6	ABER-0010	DAN BOLENDER	SUPERINTENDENT	(360) 495-3204	611 S. MAIN	MCCLEARY	WA	98557
5 HOQUIAM SCHOOL DIST	9	ABER-0011	TRICIA ZYRYBIDA	SPECIAL ED DIR	(360) 532-6543	305 SIMPSON AVE	HOQUIAM	WA	98550
6 MONTESANO SCHOOL DIST	8	ABER-0017	NANCY LIEDTKE	ECEAP DIRECTOR	360-249-4528	1717 BEACON STREET	MONTESANO	WA	98563
Total FEL for Subcontractors: 49									
<b>Sites</b>									
1 COSMOPOLIS SCHOOL DIST	4	ABER-0004	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	PO BOX 479	COSMOPOLIS	WA	98537
2 OCOSTA SCHOOL DISTRICT	6	ABER-0006	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	2580 MONTESANO STREET	WESTPORT	WA	98595
3 ELMA SCHOOL DISTRICT	6	ABER-0008	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	1235 MONTE-ELMA ROAD	ELMA	WA	98541
4 MCCLEARY SCHOOL DIST	6	ABER-0010	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	611 MAIN	MCCLEARY	WA	98557
5 HOQUIAM SCHOOL DIST	9	ABER-0011	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	101 W. EMERSON	HOQUIAM	WA	98550
6 A.J. WEST ELEMENTARY	6	ABER-0012	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	1801 BAY	ABERDEEN	WA	98520
7 STEVENS ELEMENTARY	5	ABER-0013	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	302 FARRAGUT	ABERDEEN	WA	98520
8 ROBERT GRAY ELEM	4	ABER-0014	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	1516 NORTH B STREET	ABERDEEN	WA	98520
9 HOPKINS	7	ABER-0015	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	1313 PACIFIC AVENUE	ABERDEEN	WA	98520
10 MONTESANO SCHOOL DIST	8	ABER-0017	NANCY LIEDTKE	ECEAP DIRECTOR	(360) 538-2191	1717 BEACON	MONTESANO	WA	98520
Total FEL for Sites: 151									

This report also lists your contracted Funded Enrollment Level, and the number of slots assigned to each site. Please note that the total FELs for your sites should always equal the contracted cosmpol FEL (see graphic above).

## SECTION V

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### Subcontractor Information

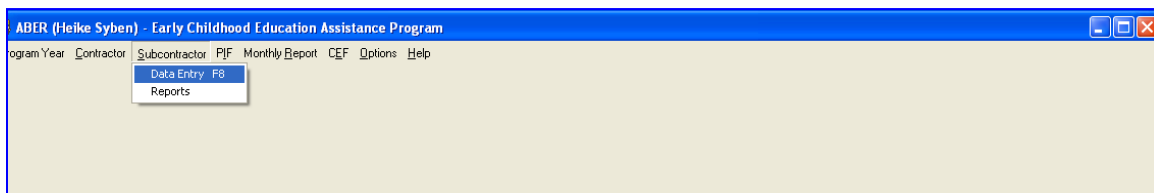
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#### 1. Subcontractor Listing

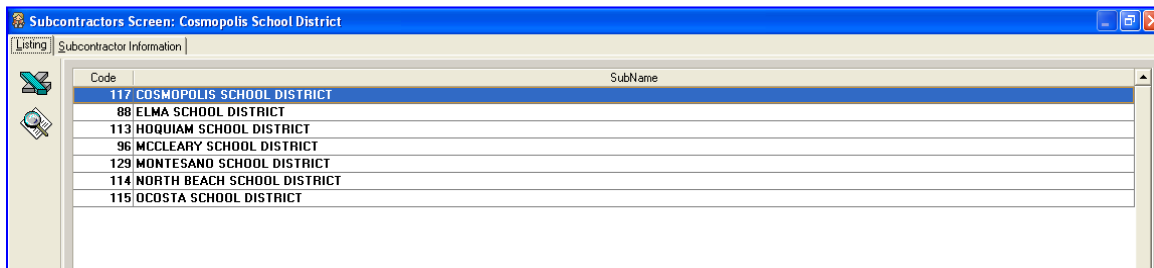
If you subcontract ECEAP services to other entities, their contact information must be entered into the Subcontractor tab. The subcontractor name will then also appear under the Contractor/Subcontractor tab (see previous section, #9.)

#### 2. Data Entry

To edit the information about your subcontractors, click on the “Subcontractor” tab and then “Data Entry.”



This brings up the “Listing” screen which lists each subcontractor entered for your program.



To view subcontractor information, click the name and then the “Subcontractor Information” tab (see graphic on next page). This is where you make changes, add or delete subcontractors.

If you want to add a new subcontractor to your list, click the “+” on the left-hand side of the screen. A dialog box will come up with a list of all subcontractors previously entered into the EMS for the whole state. Search for the name of your subcontractor and click “ok.” If the name does not appear on the list, select the middle button “No, the Subcontractor is not here. Please add a new one.” This will bring up a new data entry form. When finished entering the information, save it by clicking the “✓” symbol.

Subcontractors Screen: Cosmopolis School District

Listing Subcontractor Information:

Subcontractor	COSMOPOLIS SCHOOL DISTRICT		
Contact Name	TAMMIE HICKLE	Sub Code	117
Contact Title	SUPERINTENDENT	Status	ACTIVE
Street Address	1439 4TH ST	Telephone	(360)532-7181
Mailing Address		Legislative Dist	19
City - State	COSMOPOLIS WA	Revision Date	10/2/2008 8:12
Zip Code - County	98537- GRAYS HARBOR		
Subcontractor Type	PUBLIC SCHOOL		
Other Describe			
Email Address			

Change Name

Click the "+" symbol to add a new subcontractor.

Click here ONLY if this contractor's name has changed.

Is Subcontract Already in this list?

The EMS tries to maintain a unique list of sub-contractors.

If you know that your sub-contractor has participated with ECEAP in the past, or you believe that they should already be present in the EMS, look for them in this list.

If you find the Sub-Contractor, either with the correct name, or by a former alias, please choose that record and press OK.

SubName
BAREFOOT LEARNING COOPERATIVE
BARGE LINCOLN-YAKIMA SCHOOL DIST
BATES TECHNICAL COLLEGE
BELFAIR ECEAP
BELLINGHAM CHILD CARE & LEARNING CENTER
BETHEL SCHOOL DISTRICT

OK No, the Subcontractor is not here. Please add a new one. Cancel

Click the "-" symbol on the left-hand side of the screen if you want to delete a record. This will delete the selected subcontractor and all their contact information from the database.

**IMPORTANT:** In order to change the name of a subcontractor already listed, click the "Change Name" button. This button is only used if the subcontractor changed its name. It cannot be used to enter a different subcontractor.

Type any other changes to the contact information directly into the yellow fields. Then click the "✓" to post the changes.

Click ◀ or ▶ to scroll through your subcontractors.



## SECTION VI

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### Program Information Form (PIF)



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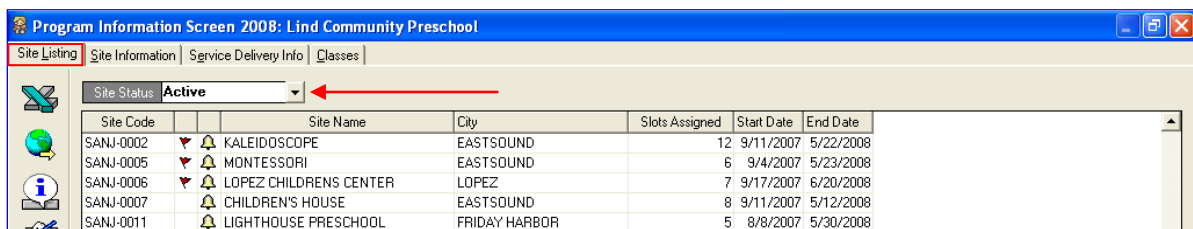
#### 1. Data Entry

The Program Information Form (PIF) provides site, service delivery, and individual class information for each location. It is important to ensure that this data is updated each program year. At the beginning of each program year, Program Information Forms automatically carry forward from the previous year. Review all records and enter any updates or changes as needed.

As in previous menus, in order to begin data entry, select PIF and Data Entry from the menu bar. This will bring you to the Site Listing screen.

#### 2. Site Listing Screen

This screen lists all of your program's active sites. To see all your inactive sites, select "Inactive" from the drop down menu next to "Site Status." Incomplete records are identified by a red flag . Click on the  button on the left menu bar to find out what information is missing.



Site Code	Site Name	City	Slots Assigned	Start Date	End Date
SANJ-0002	KALEIDOSCOPE	EASTSOUND	12	9/11/2007	5/22/2008
SANJ-0005	MONTESSORI	EASTSOUND	6	9/4/2007	5/23/2008
SANJ-0006	LOPEZ CHILDRENS CENTER	LOPEZ	7	9/17/2007	6/20/2008
SANJ-0007	CHILDREN'S HOUSE	EASTSOUND	8	9/11/2007	5/12/2008
SANJ-0011	LIGHTHOUSE PRESCHOOL	FRIDAY HARBOR	5	8/8/2007	5/30/2008

All data on the PIF must be completed and accurate before you can begin entering your Monthly Report forms into the EMS.

To enter a new site, click on the Site Information tab and then the "+" symbol at the left of the screen. To change your site information, highlight the site you wish to update, and then click the Site Information Tab.

#### 3. Site Information Screen

The site information tab contains location and general site information. Pay special note to the following fields:

### **Total ECEAP Slots**

This is where you enter the number of slots assigned to this site. The gray field below is calculated from the number of slots you assigned to each of your classes at this site. These two numbers must be equal. See Number 7 on Page 17 for instructions on how to assign slots to your classes.

The screenshot displays the 'Program Information Screen 2010: Cosmopolis School District'. The 'Site Information' tab is active. At the top, there are two fields for ECEAP slots: 'Total ECEAP Slots:' with a value of 4, and 'Sum of ECEAP slots (#35) for all classes:' with a value of 4. Red arrows point from text boxes on the right to these fields, with labels 'Enter # of slots assigned to this site.' and 'Sum of slots assigned to each class'. Below these are various site details: Site Name (COSMOPOLIS SCHOOL DISTRICT), Site Code (ABER-0004), Active Site (YES), Active Since (09/01/1990), Revised Date (9/11/2009 12:00), Contact Name (NANCY LIEDTKE), Contact Title (ECEAP DIRECTOR), Phone (360)538-2191, Enroll Contact (JAN LAUKKANEN), Phone (360)538-2190, Street Address (1439 4TH STREET), City (COSMOPOLIS), State (WA), Zip Code (98537), County (GRAYS HARBOR), Legislative Dist (19), School District (COSMOPOLIS), Ed Service District (113), Mailing Address (PO BOX 479), City, State, Zip Code, Site Location (RURAL), Subcontracted (YES), Subcontractor (COSMOPOLIS SCHOOL DISTRICT), Subcontractor managed (YES), Sub Code (117), Physical Location (PUBLIC SCHOOL), Other Desc, Site is operated by a tribal organization (NO), Site provides for wrap-around child care or extended day services (NO), Licensed (NO), and License Control ID.

### **#3 – Active Site**

The Active Site field should be set to “Yes”. If the site becomes inactive, select “No” from the drop down menu to change the status from “Active” to “Inactive”. This will remove it from your Active Site listing. Enter the date and reason the site became inactive.

### **#14 – Legislative District**

The Legislative District line has one required field and four optional ones. This is for sites serving in more than one district. Enter all legislative districts applicable to your site.

### **#22 – Subcontracted**

Set field to “Yes” if this is a subcontracted site. Complete the next two required fields.

### **#26 – Licensed**

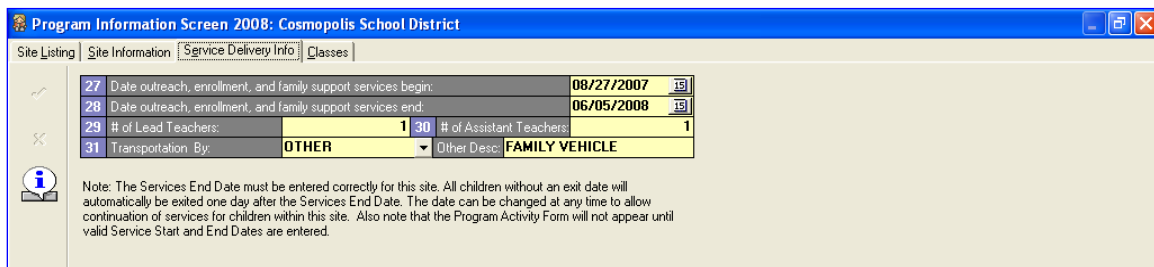
If the site is a licensed child care center, select “yes”. You must enter the license control ID to complete the record.

**Remember to click the “✓” symbol to post your changes.**

#### 4. Service Delivery Information

The Service Delivery tab lists:

- Services Start Date – When this site starts operations (including outreach, enrollment, and family support). The earliest date you can enter is July 1 of this program year.
- Services End Date – When this site ends operations
- Number of Lead Teachers
- Number of Assistant Teachers
- Transportation



27	Date outreach, enrollment, and family support services begin:	08/27/2007			
28	Date outreach, enrollment, and family support services end:	06/05/2008			
29	# of Lead Teachers:	1	30	# of Assistant Teachers:	1
31	Transportation By:	OTHER	Other Desc:	FAMILY VEHICLE	

Note: The Services End Date must be entered correctly for this site. All children without an exit date will automatically be exited one day after the Services End Date. The date can be changed at any time to allow continuation of services for children within this site. Also note that the Program Activity Form will not appear until valid Service Start and End Dates are entered.

#### Important Things to remember about this screen:

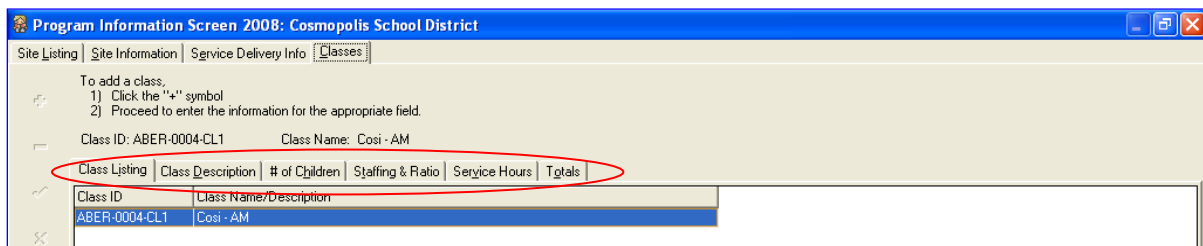
The Services Start Date (#27) tells EMS when to expect a Monthly Report. This is not the same as the Class Start Date (the first day classes begin).

Children without an exit date are automatically exited on the day after the Services End Date.

#### 5. Classes Tab

Enter individual class information under this tab. The following tabs are listed on the “Classes” screen:

- Class Listing
- Class Description
- # of Children
- Staffing and Ratio
- Service Hours
- Totals



To add a class,  
1) Click the "+" symbol  
2) Proceed to enter the information for the appropriate field.

Class ID: ABER-0004-CL1      Class Name: Cusi - AM

Class Listing	Class Description	# of Children	Staffing & Ratio	Service Hours	Totals
ABER-0004-CL1	Cusi - AM				

## 6. Class Description

To add a class, click the “+” symbol on the left side of the screen. Start entering information under the Class Description Tab.

The screenshot shows the 'Class Description' tab in the 'Program Information Screen 2010: Cosmopolis School District'. The 'Class ID' is ABER-0004-CL1 and the 'Class Name' is Cosi - AM. The 'Class Name/Description' field contains 'COSI - AM'. The 'Class start date' (#32) is 09/08/2009 and the 'Class end date' (#33) is 06/03/2010. The 'Instructions and conversations provided in the following language(s)' (#34) is English. A red circle highlights the start and end date fields.

Class Listing	Class Description	# of Children	Staffing & Ratio	Service Hours	Totals
To add a class, 1) Click the "+" symbol 2) Proceed to enter the information for the appropriate field.					
Class ID: ABER-0004-CL1 Class Name: Cosi - AM					
Class Name/Description: COSI - AM					
Class start date (Monthly Report required with voucher beginning on this date): 09/08/2009					
Class end date (Monthly Report required with end-of-month vouchers until this date, Monthly Report optional after this date.): 06/03/2010					
Instructions and conversations provided in the following language(s): English					
(If Other, please specify):					

**Note:** The class start dates (#32) should begin on or after the services start date (#27 on the Service Delivery Info tab). The class end dates (#33) should end before or on the same day as the services end date (#28 on the Service Delivery Info tab).

## 7. Number of Children

Enter the number of children in the yellow fields. Each child can only be counted once. If they are enrolled in ECEAP, count them as ECEAP children even if there are additional funding sources. If there are children in the class who are not enrolled in ECEAP, list them according to their primary funding source. The gray field (#40) automatically calculates the total based on the information you provide in #35 – #39.

The Funded Enrollment level entered for this site on the Site Information tab is located in the middle of the screen, and must match the sum of ECEAP children listed for each class.

The screenshot shows the '# of Children' tab in the 'Program Information Screen 2008: Cosmopolis School District'. The 'Funded Enrollment Level (FEL)' is 4. A red circle highlights the FEL field, and a red arrow points to it from the 'NOTE' section. The 'NOTE' states: 'Count each child only once.' Below the note is a table with 6 rows and 2 columns. The first 5 rows are for specific funding sources, and the 6th row is the total.

Class Listing	Class Description	# of Children	Staffing & Ratio	Service Hours	Totals
Funded Enrollment Level (FEL): 4					
<b>NOTE: Count each child only once.</b>					
35	Number of ECEAP children (assigned "ECEAP slots"):	4			
36	Number of Head Start children:	0			
37	Number of School District Special Education children:	3			
38	Number of private co-pay or tuition children:	1			
39	Number of "other" children not included in questions #35 - #38:	5			
40	Total Number of Children in Each Class:	13			

## 8. Staffing and Ratio

Complete the yellow fields on the staffing and ratio screen. The gray fields are automatically calculated.

To add a class,  
1) Click the "+" symbol  
2) Proceed to enter the information for the appropriate field.

Class ID: ABER-0004-CL1      Class Name: Cosi - AM

Class Listing | Class Description | # of Children | **Staffing & Ratio** | Service Hours | Totals

**NOTE: Count each staff only once by the highest level of qualifications, regardless of job title.**

41	Number of staff counted in adult:child ratio who meet ECEAP lead teacher quals:	1
42	Number of staff counted in adult:child ratio who meet ECEAP asst teacher quals:	1
43	Number of provisional staff counted in adult:child ratio who have a written professional development plan:	0
44	Number of other adults, not included in question #41-#43, counted in adult:child ratio in each class:	0
45	Total number of adults counted in each class session:	2
46	Adult to child ratio (divide total children (#39) by total adults in each class (#44):	1 : 6.5

## 9. Service Hours Screen

Enter the scheduled times and days classes are in session, and total number of class hours per day. Then enter the number of class days per year, excluding holidays, vacations, and other closures.

To add a class,  
1) Click the "+" symbol  
2) Proceed to enter the information for the appropriate field.

Class ID: ABER-0004-CL1      Class Name: Cosi - AM

Class Listing | Class Description | # of Children | Staffing & Ratio | **Service Hours** | Totals

Class Days:	Monday	Tuesday	Wednesday	Thursday	Friday
47 Class Start time:	08:25 AM	08:25 AM	08:25 AM	08:25 AM	
48 Class End time:	11:25 AM	11:25 AM	11:25 AM	11:25 AM	
	Clear	Clear	Clear	Clear	Clear
49 Total class hours per day:					3
50 Total class days per year (excluding holidays and closures):					139

Clear Button

To delete or change your class times, click on the "Clear" button below each day.

## 10. Totals

The Totals screen automatically calculates the total preschool hours for the year. This number should be equal or greater than the minimum hours required by ECEAP Performance Standard E-1.

Class Listing | Class Description | # of Children | Staffing & Ratio | Service Hours | **Totals**

51	Total preschool hours: (#49 x #50 = Total):	417
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## SECTION VII

### Monthly Report Form

The Monthly Report Form section of the EMS must be completed each month before a payment voucher can be submitted. This is where you enter your activities for each class and site for the month. On the EMS main menu bar, select Monthly Report, then Data Entry.

#### 1. Activities Screen

The same menu items from the PIF screen are also accessible under the Monthly Report tab (see below), with one additional tab titled “Activities”. On the “Site Listing” Screen, select the site for which you want to enter data, then select the “Activities” tab.

Monthly Report Screen 2010: Elma School District

Site Listing | Site Information | Service Delivery Info | **Classes** | **Activities**

Site Status: **Active**

Site Code	Site Name	City	Slots Assigned	Start Date	End Date
ABER-0004	COSMOPOLIS SCHOOL DISTRICT	COSMOPOLIS	4	8/19/2009	6/3/2010
ABER-0006	OCOSTA SCHOOL DISTRICT	WESTPORT	17	8/31/2009	6/14/2010
ABER-0008	ELMA SCHOOL DISTRICT	ELMA	16	9/14/2009	6/3/2010
ABER-0010	MCCLEARY SCHOOL DISTRICT	MCCLEARY	6	9/3/2009	6/10/2010
ABER-0011	HOQUIAM SCHOOL DISTRICT	HOQUIAM	28	8/31/2009	6/17/2010
ABER-0012	A.J. WEST ELEMENTARY	ABERDEEN	16	8/24/2009	6/24/2010
ABER-0013	STEVENS ELEMENTARY	ABERDEEN	28	9/8/2009	6/17/2010
ABER-0014	ROBERT GRAY ELEMENTARY	ABERDEEN	14	8/31/2009	6/17/2010

There are 4 tabs on the Activities screen:

- Summary
- Incomplete Classes for (Month & Year)
- Complete Classes for (Month & Year)
- Site Summary

Monthly Report Screen 2010: Cosmopolis School District

Site Listing | Site Information | Service Delivery Info | **Classes** | **Activities**

Select the activity month on the left. All areas must be filled out completely. If month is not present, please add it using the "+" button to the left. Please save any changes.

Summary | Incomplete Classes for | Complete Classes for | Site Summary

ABER-0004-CL1: Lost - AM

	Month Total	FY Total
1 How many times did classes meet this month? (E-1)	0	0
2 How many hours of parent teacher conferences were documented? (E-12)	0	0
3 How many hours of family support contact were documented? (F-1)	0	0
4 Lead teacher's first and last name:		
5 Assistant teacher's first and last name(s):		
6 Family support staff first and last name(s):		

Class Description (read only from PIF)

Class start date (Monthly Report required with voucher beginning on this date):	09/08/2009
Class end date (Monthly Report required with end-of-month vouchers until this date, Monthly Report optional after this date.):	06/03/2010
Class days per year (excluding holidays and closures):	132

## 2. Data Entry

To enter data, click the "+" button on the top left of the screen. A dialog box will appear. Select the correct month from the dialog box and click "OK".



The selected month will appear in the left column with a red flag next to it. Red flags indicate months that have incomplete Monthly Report Forms. Select the "Incomplete Classes" tab. If there are no incomplete classes, this screen will be blank.

Monthly Report Screen 2010: Cosmopolis School District

Site Listing | Site Information | Service Delivery Info | **Classes** | Activities

Select the activity month on the left. All areas must be filled out completely. If month is not present, please add it using the "+" button to the left. Please save any changes.

AUG Summary | **Incomplete Classes for AUG 2009** | Complete Classes for AUG 2009 | Site Summary

ABER-0004-CL1: Cusi - AM

**Class Tab**

	Month Total	FY Total
1 How many times did classes meet this month? (E-1)	0	0
2 How many hours of parent teacher conferences were documented? (E-12)	0	0
3 How many hours of family support contact were documented? (F-1)	0	0
4 Lead teacher's first and last name:		
5 Assistant teacher's first and last name(s)		
6 Family support staff first and last name(s)		

Class Description (read only from PIF)

Class start date (Monthly Report required with voucher beginning on this date):	09/08/2009	19
Class end date (Monthly Report required with end-of-month vouchers until this date, Monthly Report optional after this date.):	06/03/2010	19
Class days per year (excluding holidays and closures):		132

Class Service Hours (read only from PIF)

Class Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Class Start time:	08:45 AM	08:45 AM	08:45 AM	08:45 AM	
Class End time:	11:15 AM	11:15 AM	11:15 AM	11:15 AM	
Total number of hours of class sessions per day:					2.5

Each class has a tab under the "Incomplete/Complete Classes" screens. Enter monthly activity data for each class in the yellow fields. Once you've entered the staff names, they will roll forward to the next month. Update these if they have changed from the previous month. The gray fields are posted for your information; any changes to these fields must be made under the "Service Delivery Info" tab.

**IMPORTANT:** You must complete a Monthly Report Form for every month you bill. For items that did not occur that month, enter "0".

**Remember to click the "✓" to save the record.**

### 3. Complete Classes

Once the records for each class are complete, they will appear under the “Complete Classes” tab for the selected month, and the red flag in the left column will disappear.

### 4. Site Summary

Complete the Site Summary section of the Monthly Report Form, entering information for the entire site.

Monthly Report Screen 2010: Cosmopolis School District

Site Listing | Site Information | Service Delivery Info | Classes | Activities

Select the activity month on the left. All areas must be filled out completely. If month is not present, please add it using the "+" button to the left. Please save any changes.

Summary | Incomplete Classes for AUG 2009 | Complete Classes for AUG 2009 | Site Summary

**Read only summary of classes**

	Month Total	FY Total
1 Number of classes this month:	0	0
2 Total hours of parent/teacher conferences documented this month:	0	0
3 Total hours of family support contact documented this month:	0	0

**Activities for the month of AUG 2009**

7 Check which of the following activities occurred during this month:

- ☐ Program planning and administration
- ☐ Recruitment and enrollment
- ☐ Staff hiring and training
- ☐ Health coordination, safety and nutrition
- ☐ Family partnerships and support services

**Waiting Lists - unduplicated count (8-9)**

8 How many eligible 4-year-olds were on your waiting list on the last day of this month?	
9 How many eligible 3-year-olds were on your waiting list on the last day of this month?	

Complete all the yellow fields. Enter “0” if there is nothing to enter. Otherwise it will show up as an incomplete record.




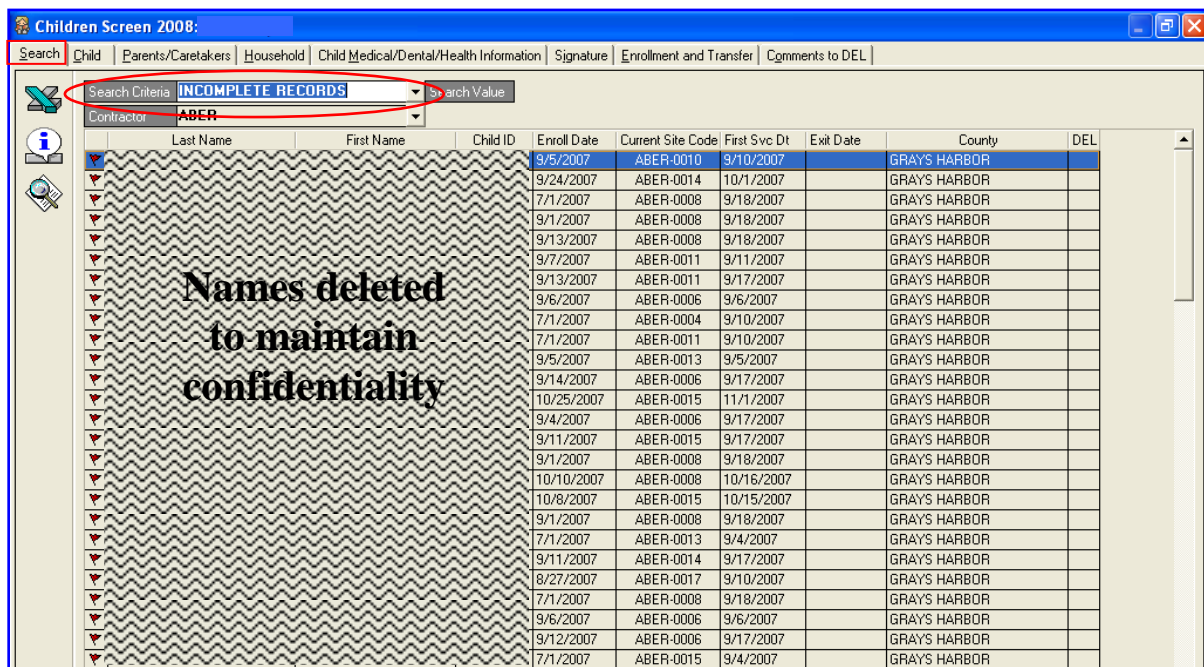
## SECTION VIII

### Child Enrollment Form (CEF)

The Child Enrollment Form (CEF) section is where all information regarding the child and family is entered.

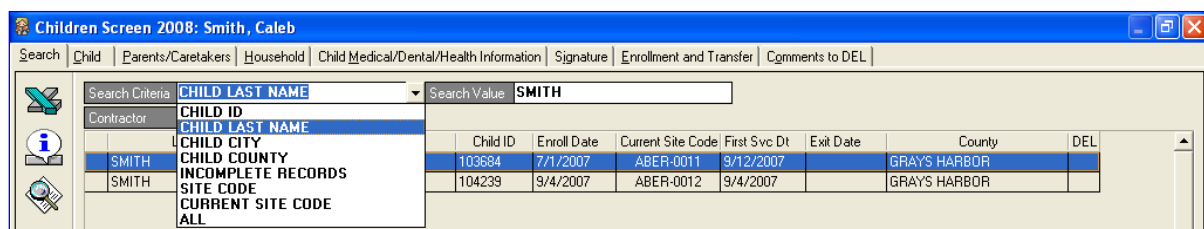
#### 1. The Search Tab

Select the CEF tab, then Data Entry. Under the “Search” tab, the Search Criteria defaults to “INCOMPLETE RECORDS”. Only your incomplete records will appear under this criteria. Select a record, and click on the  button to find out what information is missing.



Last Name	First Name	Child ID	Enroll Date	Current Site Code	First Svc Dt	Exit Date	County	DEL
			9/5/2007	ABER-0010	9/10/2007		GRAYS HARBOR	
			9/24/2007	ABER-0014	10/1/2007		GRAYS HARBOR	
			7/1/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			9/1/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			9/13/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			9/7/2007	ABER-0011	9/11/2007		GRAYS HARBOR	
			9/13/2007	ABER-0011	9/17/2007		GRAYS HARBOR	
			9/6/2007	ABER-0006	9/6/2007		GRAYS HARBOR	
			7/1/2007	ABER-0004	9/10/2007		GRAYS HARBOR	
			7/1/2007	ABER-0011	9/10/2007		GRAYS HARBOR	
			9/5/2007	ABER-0013	9/5/2007		GRAYS HARBOR	
			9/14/2007	ABER-0006	9/17/2007		GRAYS HARBOR	
			10/25/2007	ABER-0015	11/1/2007		GRAYS HARBOR	
			9/4/2007	ABER-0006	9/17/2007		GRAYS HARBOR	
			9/11/2007	ABER-0015	9/17/2007		GRAYS HARBOR	
			9/1/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			10/10/2007	ABER-0008	10/16/2007		GRAYS HARBOR	
			10/8/2007	ABER-0015	10/15/2007		GRAYS HARBOR	
			9/1/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			7/1/2007	ABER-0013	9/4/2007		GRAYS HARBOR	
			9/11/2007	ABER-0014	9/17/2007		GRAYS HARBOR	
			8/27/2007	ABER-0017	9/10/2007		GRAYS HARBOR	
			7/1/2007	ABER-0008	9/18/2007		GRAYS HARBOR	
			9/6/2007	ABER-0006	9/6/2007		GRAYS HARBOR	
			9/12/2007	ABER-0006	9/17/2007		GRAYS HARBOR	
			7/1/2007	ABER-0015	9/4/2007		GRAYS HARBOR	

You can change the search criteria to Child ID, Last Name, City, County, and Site Code. Select “All” to pull up all children entered into the EMS system for your program.



Child ID	Enroll Date	Current Site Code	First Svc Dt	Exit Date	County	DEL
103684	7/1/2007	ABER-0011	9/12/2007		GRAYS HARBOR	
104239	9/4/2007	ABER-0012	9/4/2007		GRAYS HARBOR	

## 2. Child Tab and Adding a New Record

To add records to the Child Enrollment section of the EMS database, select the “Child” Tab and click the “+” on the left side of the screen to insert a record. The data entry form will turn blank and you will be ready to add a child.

The screenshot shows the 'Children Screen 2010' application window. The 'Child' tab is selected in the top navigation bar. A red box highlights the '+' button on the left sidebar. The main area contains a form for adding a new child record. The form includes fields for: 1. Child's Last - First - MI, 2. Birthdate, 3. Sex, 4. Living Address, 5. Mailing Address, 6. County, 7. School District, 8. Daytime Phone, 9. Evening Phone, 10. Race (optional), 11. Primary - Second Language, 12. IEP, 13. Family Receives Child Care Subsidies for child, 14. Child is Homeless, 15. Child Lives With. There are also checkboxes for various racial and ethnic categories. A note on the right side of the form states: '\*14: See ECEAP Performance Standard B-7 for more information.' and '\*15: "Parent" means birth parent, custodial parent, foster parent, legal guardian, or other person legally responsible for the welfare of the child.'

## 3. Parent/Caretaker Tab

Enter parent information on these screens. If you selected Child Resides with “Single Parent with Legal Responsibilities for Child” in #15 above, then only one Parent/Caretaker screen will appear.

The screenshot shows the 'Children Screen 2008' application window. The 'Parents/Caretakers' tab is selected in the top navigation bar. The form displays information for two parents/caretakers, labeled 'Parent/Caretaker #1' and 'Parent/Caretaker #2'. The form includes fields for: 16. Last - First - MI, 17. Gender, 18. Relationship to child, 19. Age, 20. Education Level, 21. Parent attending an education or training program (Check all that apply), 22. Employment Status, 23. Migrant / seasonal farmworker, 24. Parent/Caretaker is enrolled in medical/dental plan (Check all that apply), 25. Parent has Primary Health Care Provider. There are also checkboxes for various insurance and training programs.

#### 4. Household Tab

##### *Annual Income or Monthly Income Choice*

You can select which income better reflects the family's current situation. See ECEAP Performance Standard B-2. The system will use that figure to calculate the income. When a family's income is over 110% of the Federal Poverty Level, a check will be automatically entered into the "Family Over Income" check box. **IMPORTANT:** When a family is over-income, you must enter the risk factors defined under Standard B-4 in the "Eligibility is based on" field.

**Children Screen 2008**  
Search | Child | Parents/Caretakers | **Household** | Child Medical/Dental/Health Information | Signature | Enrollment and Transfer | Comments to DEL

26 Family Size: [ ] (See ECEAP Performance Standard B-5 for more information.)

27 Eligibility is based on income (enter one, either Annual Income or Current Income. If family is over-income, go to question #28)  
(Count income from all sources as listed in ECEAP Performance Standard B-5)  
Annual or Previous 12 Months Gross Income: [ ]  
Current/Previous Months Gross Income: [ ]

28 ☒ Family is Over Income Annual or Previous 12 Months Gross Income: [ ]  
(Federal Poverty Guidelines (FPG): % )

Eligibility is based on (select one): [ ]

29 Income sources (check all that apply):  
☒ Wages/Salary ☒ Child Support ☒ Pension, Retirement and/or Social Security  
☒ Supplemental Security ☒ Unemployment Benefits ☒ Alimony/spousal support  
☒ TANF Other Description: [ ]

30 Family accesses the following social services (check all that apply):  
☒ Food Stamps ☒ WIC ☒ Energy Assistance ☒ Homeless services  
☒ Food Banks ☒ Housing Subsidies  
Other Local Programs: [ ]

**\*27: Current/Previous month's income to be used only in unique circumstances, as described in ECEAP Performance Standard B-2**

**"Eligibility is based on" field**

**NOTE: Until child's enrollment date is entered FPG % is based on today's date. Federal Poverty guidelines change mid-February each year.**

#### 5. Child Medical/Dental/Health Information Tab

Enter the medical, dental, and immunization information for each child. You must update the medical exam, dental screening, and immunization dates as children complete them.

**Children Screen 2008**  
Search | Child | Parents/Caretakers | Household | **Child Medical/Dental/Health Information** | Signature | Enrollment and Transfer | Comments to DEL

31 Child enrolled in the following medical insurance and/or child health programs (check all that apply):  
☒ Medicaid ☒ Washington Basic Health Plan ☒ Private medical insurance  
☒ CHIP ☒ Washington Basic Health Plan Plus ☒ No medical insurance ☒ Other

32 Child enrolled in the following dental insurance and/or dental health programs (check all that apply):  
☒ Medicaid, Washington Basic Health Plan Plus, or Children's Health Insurance (CHIP)  
☒ Private dental insurance ☒ No dental insurance ☒ Other

33 Child has primary health care provider/medical home: [ ]

34 Date of last medical exam prior to first service date: [ ] / [ ] / [ ]  
Date medical exam completed while in ECEAP: [ ] / [ ] / [ ]

35 Date of last dental exam prior to first service date: [ ] / [ ] / [ ]  
Date dental exam completed while in ECEAP: [ ] / [ ] / [ ]

36 Child fully immunized w/age appropriate vaccines (per DOH Immunization Sched): [ ]

a If child is not fully immunized at time of enrollment, an immunization schedule is in progress: [ ]

b If No, a DOH required Statement of Exemption to Immunization Law is signed and on file: [ ]

c If No, date child became fully immunized while in ECEAP: [ ] / [ ] / [ ]

First Service Date from the Enrollment Tab is: [ ]

## 6. Signature Tab

Click the check boxes once signatures and income have been verified, and eligibility established.

The screenshot shows the 'Children Screen 2008' application window. The 'Signature' tab is selected in the top navigation bar. The 'Signature Section' contains two items, 37 and 38, each with a checked checkbox. Item 37 is 'Parent/Guardian Signature Verified' and item 38 is 'Income Verified/Established Eligibility'.

## 7. Enrollment and Transfer Screen

Under "Enrollment Information", enter the date the child was officially enrolled in ECEAP. This should be the date eligibility was verified. Select whether the child was enrolled the previous year. If the child has moved from another contractor, list what city.

Select the transportation method, site code, and the child's first day in class. If a child exits the program early, enter the exit date. Otherwise, EMS automatically exits the child the day after the last day of class.

*To report a child that Transfers between sites:*

Enter the date child exited from the previous site. Click the "Transfer" button. Enter the NEW site code. Enter the First Service date at new site. If child exits ECEAP, enter exit date for the last site the child attended.

*To report a child that has exited ECEAP and Returns to the same program:*

Enter the date child exited. Click the "Return" button. Then enter the site code and return first service date.

The screenshot shows the 'Children Screen 2008' application window with the 'Enrollment and Transfer' tab selected. The 'Enrollment Information' section contains fields for Enrollment Date (39), Was Child Enrolled Last Year? (40), Has child received ECEAP services from another contractor this program year? (41), Transportation (42), Site Code (43), First Day In Class, and Exit Date. The 'Transfers/Returns' section contains a table with columns for Transfer/Return, Site Code, First Day In Class, and Exit Date. The table has two rows, 44 and 45, each with radio buttons for Transfer and Return. A note at the bottom states: 'The values above show a chronological history of the child's enrollments and transfers. The values must be entered in the order listed.'

## 8. Comments to DEL

Use this screen to write notes about individual records for your own information, and to provide explanations to DEL staff when needed.

The screenshot shows a web application window titled "Children Screen 2008:". The window has a menu bar with the following items: Search, Child, Parents/Caretakers, Household, Child Medical/Dental/Health Information, Signature, Enrollment and Transfer, and Comments to DEL. The "Comments to DEL" tab is selected. Below the menu bar, there is a header section with the title "Comments to DEL:" and a sub-header: "This section is for contractor use to add general or specific notes about this child. Please be sure to date your comments." The main content area is a large text box containing a sample comment: "11-15-07: Student did not have a first date of service in the 07-08 program year. He dropped out of program before the school year started. Ic." A red arrow points from a box labeled "Sample Comment" to the sample comment text. On the left side of the text box, there is a vertical toolbar with icons for undo, redo, and a help icon.

## SECTION IX

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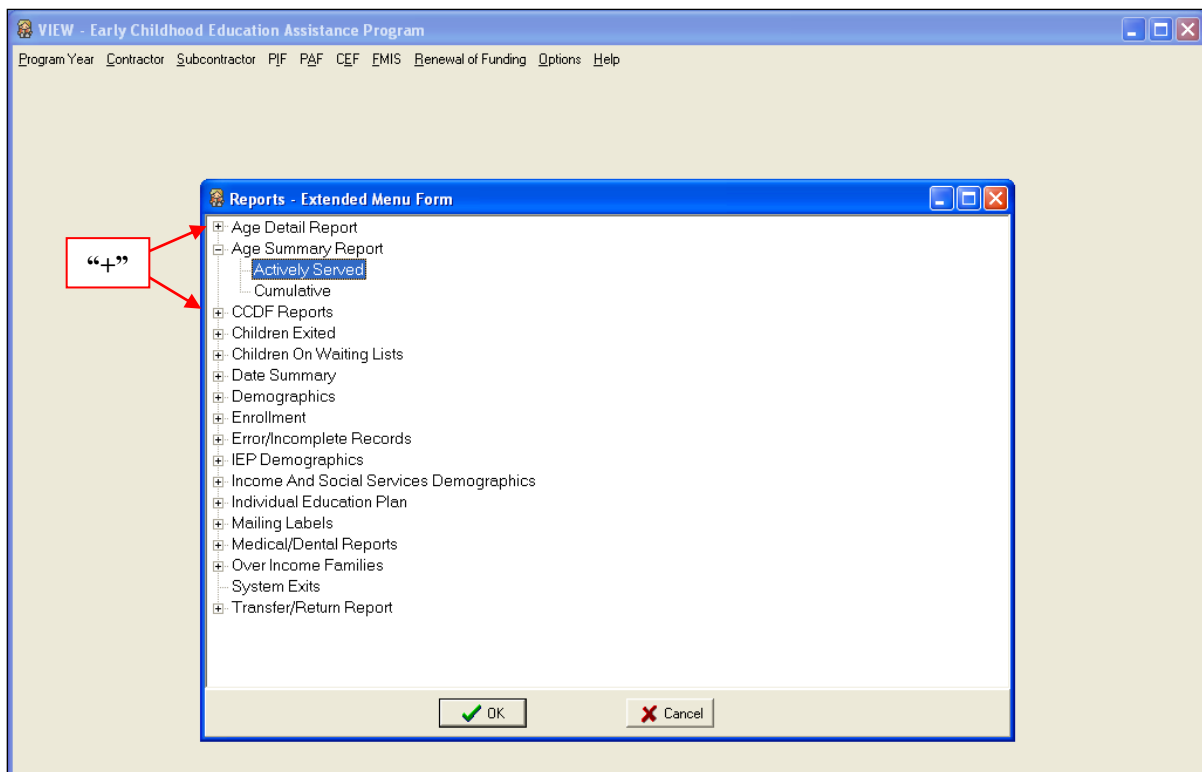
### CEF Reports

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The Child Enrollment Reports aggregate data that has been entered in the Child Enrollment screens. These reports include ages of children, # of over-income families, enrollment numbers, medical and dental completion rates, and more. State ECEAP staff and contractors use these reports to monitor program compliance with ECEAP Performance Standards and check the completion of data.

#### 1. List of Reports

From the EMS main menu, select “CEF” and then “Reports” to bring up a menu of available reports.



To select a report, double click on the name, or highlight the name and click “OK”. A “+” next to the name indicates there are sub-menu items (see above). Either click on the “+”, or double click the menu item, to reveal the sub-menu items.

## 2. Actively Served vs. Cumulative

Several menu items provide a choice between “Actively Served” and “Cumulative” data. Actively served data is based on children currently enrolled. Children that have exited the program are not included. Cumulative data adds in all child enrollment forms, including exited children.

## 3. Age Detail Report

The Age Detail Report lists all children enrolled, their age on August 31<sup>st</sup> of the current school year, birth date, and enrollment dates. Use this report to see how many 3- and 4-year-olds are enrolled, and to make sure all children are age eligible. Sort the report by child's name or child's age.

Document Preview

Program Year 2008  
Contractor:  
Early Childhood Education and Assistance Program  
**AGE DETAIL REPORT**  
Sorted by Child's Age  
Age calculation based on child's age as of 08/31/2007  
Printed on January 08, 2008 for DEL Staff

CHILD'S NAME	CHILD ID	AGE	BIRTH DATE	ENROLL DATE	FIRST SERVICE	EXIT DATE	SITE CODE
		4.939	09/15/02	09/24/07	09/25/07		DAYT-0001
		4.945	09/20/02	08/28/07	09/03/07		DAYT-0001
		4.945	09/20/02	08/29/07	09/04/07		DAYT-0001
		4.745	12/02/02	08/31/07	09/05/07		DAYT-0001
		4.622	01/16/03	08/31/07	09/05/07		DAYT-0001
		4.425	03/29/03	08/30/07	09/04/07		DAYT-0001
		4.263	05/27/03	08/31/07	09/04/07		DAYT-0001
		4.258	05/29/03	11/09/07	11/14/07		DAYT-0001
		4.255	05/30/03	08/28/07	09/04/07	10/08/07	DAYT-0001
		4.164	07/02/03	08/29/07	09/04/07		DAYT-0001
		3.918	09/30/03	09/04/07	09/05/07		DAYT-0001
		3.918	09/30/03	08/31/07	09/05/07		DAYT-0001
		3.803	11/11/03	08/28/07	09/04/07		DAYT-0001
		3.781	11/19/03	08/31/07	09/05/07		DAYT-0001
		3.398	04/07/04	09/06/07	09/10/07		DAYT-0001
		3.384	04/12/04	09/28/07	10/03/07		DAYT-0001
		3.313	05/08/04	08/28/07	09/04/07	11/07/07	DAYT-0001
		3.283	05/19/04	11/06/07	11/13/07		DAYT-0001
		3.264	05/26/04	08/30/07	09/04/07		DAYT-0001
		3.259	05/28/04	10/04/07	10/04/07		DAYT-0001

	CHILDREN	EXITS
4 YEARS OR GREATER	10	1
LESS THAN 4 YEARS OLD	10	1

Page Number: 1 of 1

#### 4. Age Summary Report

This report summarizes the number of 3- and 4- year olds enrolled in your program. It also calculates the percentages of each based on your contracted FEL and your current enrollment.

Program Year 2008  
Early Childhood Education and Assistance Program  
**ACTIVELY SERVED AGE SUMMARY REPORT**  
For Children enrolled through 1/8/2008  
Age calculation based on child's age as of 08/31/2007  
Printed on January 08, 2008 for DEL Staff

CID	CTRCT FEL	CURRENT ENROLLMENT	CHILDREN UNDER 4	% OF FEL	% OF CURRENT	CHILDREN 4 & OVER	% OF FEL	% OF CURRENT	NUMBER EXITS
ABER	157	155	15	9.6%	9.7%	140	89.2%	90.3%	5

#### 5. Children Exited

This report lists the children that have exited from your program, their income and percent of the Federal Poverty Guidelines (FPG).

Program Year 2008  
Contractor:  
Early Childhood Education and Assistance Program  
**EXIT REPORT**  
Children Exited From: 07/01/2007 To 01/08/2008  
Sorted by First Service Date  
Printed on January 08, 2008 for DEL Staff

CHILD'S NAME	CHILD ID	INCOME	FPG	ENROLLMENT DATE	FIRST SERVICE	SITE CODE	EXIT DATE
1		\$2,730.00	16%	08/28/2007	09/04/2007	DAYT-0001	10/08/2007
2		\$19,137.00	93%	08/28/2007	09/04/2007	DAYT-0001	11/07/2007
TOTAL: 2							



## 6. Children on Waiting Lists

This report shows the number of 3- and 4- year olds on waiting lists for each site.

Document Preview

Program Year 2008  
Contractor: KENNEWICK SCHOOL DISTRICT #17  
As of the end of Month : December 2007  
Early Childhood Education and Assistance Program  
**ECEAP CHILDREN CURRENTLY ON WAITING LISTS**  
Printed on January 08, 2008 for DEL Staff

Site Code	Site Name	PIF Slots	Total Children Cumulatively Enrolled	Total Children Currently Enrolled	# of 4 yr Olds on Waiting List	# of 3 yr Olds on Waiting List
KENN-0006	EASTGATE ELEMENTARY SCHOO	25	25	25	4	0
KENN-0007	EDISON ELEMENTARY SCHOOL	27	27	27	2	0
KENN-0010	FRUITLAND	46	37	33	8	13
KENN-0013	WASHINGTON ELEMENTARY	25	26	26	0	0
KENN-0014	VISTA ELEMENTARY	28	28	28	1	0
Contractor Totals:		151	143	139	15	13


  

SUMMARY:	Total
Number of 3 and 4 Year Old Children on Waiting Lists:	28
Number of Sites with 3 and 4 Year Old Children on Waiting Lists:	4

## 7. Demographics

The Demographics report is a comprehensive summation of all data entered into the child enrollment forms for your program. Note there are five pages of demographics.

Document Preview



**CHILD DEMOGRAPHICS**

Percents are based on Current Enrollment: 66 (unless otherwise noted)

CHILDREN'S GENDER					
Female	32	48.5%	Male	34	51.5%
			No Response	0	0.0%

CHILDREN'S AGES BOTH GENDERS					
Under 2 Year Olds	0	0.0%	2 Year Olds	0	0.0%
3 Year Olds	32	48.5%	4 Year Olds	34	51.5%
5 Year Olds	0	0.0%	Over 5 Year Olds	0	0.0%
			Birth Dates Not Reported	0	0.0%

CHILDREN'S ETHNICITIES AND RACES					
CHILDREN'S ETHNICITIES					
			Hispanic Ethnicity	30	45.5%
			Non-Hispanic Ethnicities	25	37.9%
			Ethnicity Not Reported	11	16.7%
TOTAL CHILDREN'S RACES*					
American Indian/Alaska Native	3	4.5%	White	49	74.2%
Asian	1	1.5%	Some Other Race	3	4.5%
Black/African American	0	0.0%	No Response	11	16.7%
Native Hawaiian/Pacific Islander	0	0.0%			
CHILDREN'S RACES BY HISPANIC ETHNICITY*					
American Indian/Alaska Native	1	3.3%	White	18	60.0%
Asian	0	0.0%	Some Other Race	3	10.0%
Black/African American	0	0.0%	No Response	9	30.0%
Native Hawaiian/Pacific Islander	0	0.0%			
CHILDREN'S RACES BY NON-HISPANIC ETHNICITIES*					
American Indian/Alaska Native	1	4.0%	White	23	92.0%
Asian	1	4.0%	Some Other Race	0	0.0%
Black/African American	0	0.0%	No Response	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%			
CHILDREN'S RACES BY ETHNICITY NOT REPORTED*					
American Indian/Alaska Native	1	9.1%	White	8	72.7%
Asian	0	0.0%	Some Other Race	0	0.0%
Black/African American	0	0.0%	No Response	2	18.2%
Native Hawaiian/Pacific Islander	0	0.0%			

Page Number: 1 of 5

## 8. Enrollment

Enrollment reports can be accessed using several criteria.

### ***Date Range:***

Select the “Date Range” tab to show all children enrolled within the specified time frame. The default date range is from July 1 through June 30. This will list everything for the current program year up to the date of the report. Note: The enrollment reports can be based on Actively Served and Cumulative children. The example below is the Active Service Report.

**Active Service Report**

**Date Range** | Month-to-Month

Show all children served during the following date range:

07/01/2007 through 06/30/2008

Select the date range for which you want to view enrollment.

Select Children

☒ For One Contractor ☐ Statewide

☐ For One Site ☐ Print For Each Contractor

Sort by

☒ Child's Name ☐ First Service Date ☐ Site Code

☐ Enrollment Date ☐ Income ☐ County

OK Cancel

Select the search criteria:

- For One Contractor – lists all children enrolled under your contract.
- For One Site – choose the site for which you want to view enrollment.
- Statewide – compare your enrollment numbers to other contractors.

Select the sort criteria:

- Child's name – sorts by children's last name.
- Enrollment Date – sorts by the date children are enrolled (not the first day in class).
- First Service Date – sorts by the first day children start attending classes.
- Site Code – Sorts by each site.
- Income – Sorts by family's income level.
- County – Sorts by county, if contractor serves more than one county.

## Month-to-Month

Compare monthly enrollment levels under the “Month-to-Month” tab:

- List the data by Sites, Counties, or by your program (Contractors).
- The “Counting” options are not available and are grayed out.
- Select if you want the enrollment data listed as actual numbers, or a percentage of the FEL. Contractors are required to be 100% enrolled within the first 30 days after classes start, and must maintain an enrollment level of 95% throughout the year.
- You can also select enrollment levels from prior years under this tab.
- Finally, select your search criteria.

**Active Service Report**

Date Range: **Month-to-Month**

List by: ☒ Sites ☐ Counties ☐ Contractors

Counting: ☐ Cumulative Enrollments ☐ Children Actively Served ☐ Child Exited  
☐ Newly Enrolled ☐ Children's First Svc. Date

Display as a percent of FEL?: ☒ No ☐ Yes

Select enrollment dates for which year?: ☒ Current ☐ Prior

Select Children: ☒ For One Contractor ☐ Statewide  
☐ For One Site ☐ Print For Each Contractor

OK Cancel

This report shows the count of actively served children for one site. The grayed out months list future projections which are based on the last completed month. The white fields are based on the actual enrollment numbers for that month.

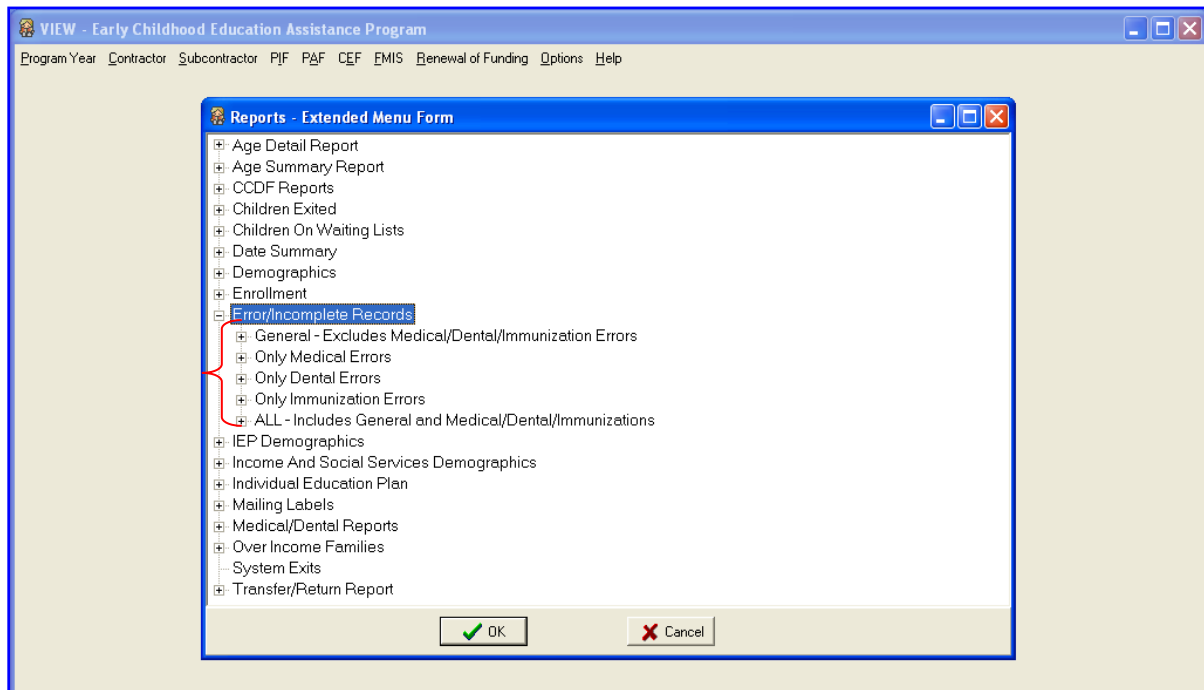
Program Year 2008  
 Contractor: ESD #112  
 Early Childhood Education and Assistance Program  
**MONTH-TO-MONTH ACTIVE SERVICE REPORT**  
 Count of Children Actively Served Summarized by SITE (Current Year)  
 Printed on January 08, 2008 for DEL Staff

SITE	PIF	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
SOPC-0001 (Ocean Beach Eceap)	32	32		32	32	32	32	32	32	32	32	32	32	32
<b>TOTAL</b>	<b>32</b>			<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>

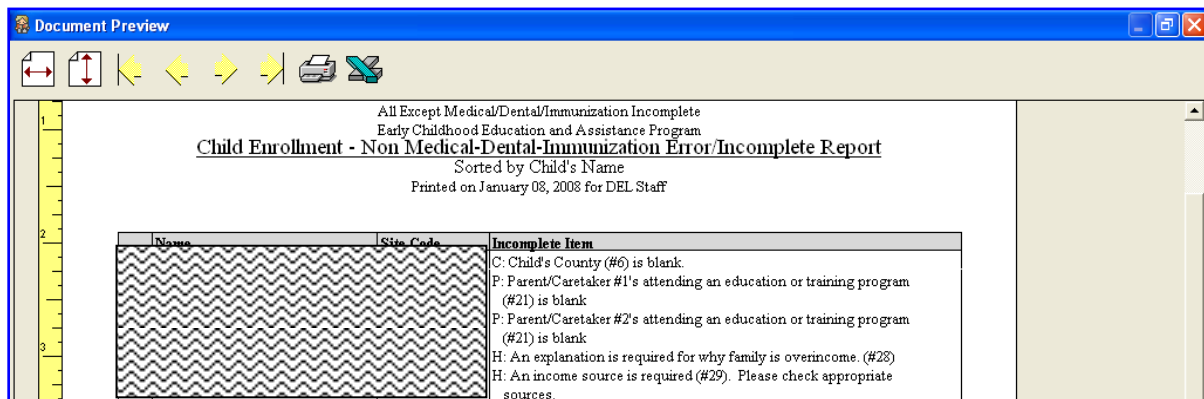
## 9. Error/Incomplete Records

Track all of your errors and incomplete records in this one report. Incomplete medical and dental exams can also be listed separately. There are five filters for listing errors and incomplete records:

- General – Excluding Medical/Dental/Immunizations
- Only Incomplete Medicals
- Only Incomplete Dentals
- Only Incomplete Immunizations
- ALL Errors and Incomplete Records



Each Error/Incomplete report lists the child's name, site code, and a description of the errors or incomplete items for that child's record, including the question number on the CEF.



## 10. IEP Demographics

This report lists all the demographics for children enrolled with Individual Education Plans. The report has all the same fields as the “Demographics” report, but is filtered to only count children on IEPs.

## 11. Income and Social Service Demographics

This report tallies the income and social service data of enrolled families, and sorts them by contractor.

	County	Funded Enrollment Level (FEL)	Site Type			Reported Income			80% or less	Federal Poverty Guidelines			
			Child Care Center including FCCH	School Districts & ESD's	Other (higher ed, community orgs, local govt, tribal)	<\$10K	\$10-15K	>\$15K		\$1-100%	101-110%	111-130%	>130%
TOTAL	FY2006 State Totals	5976	1047	4018	1876	2665	1545	2731	4408	1399	756	166	212
ABER	Grays Harbor	121	0	143	0	70	23	50	100	17	17	5	4
COCC	Whitman	75	6	54	22	22	21	39	38	21	16	1	6
CDCS	Chelan/Douglas	54	0	55	0	19	12	24	31	13	9	0	2
CENT	Lewis	68	0	7	76	36	17	30	61	13	5	0	4
CLAL	Clallam/Jefferson	69	0	57	0	29	14	14	48	3	2	0	4
DAYT	Columbia	18	0	22	0	9	5	8	16	4	1	0	1
BOCC	Clark	338	159	167	83	183	87	139	289	72	27	9	12
EPIC	Douglas/Benton/Yakima	231	0	76	200	100	56	120	172	61	32	5	6
GRAN	Yakima	55	0	65	0	15	17	33	37	19	5	2	2
KCAP	Kitsap	72	0	0	96	44	21	31	64	19	6	5	2

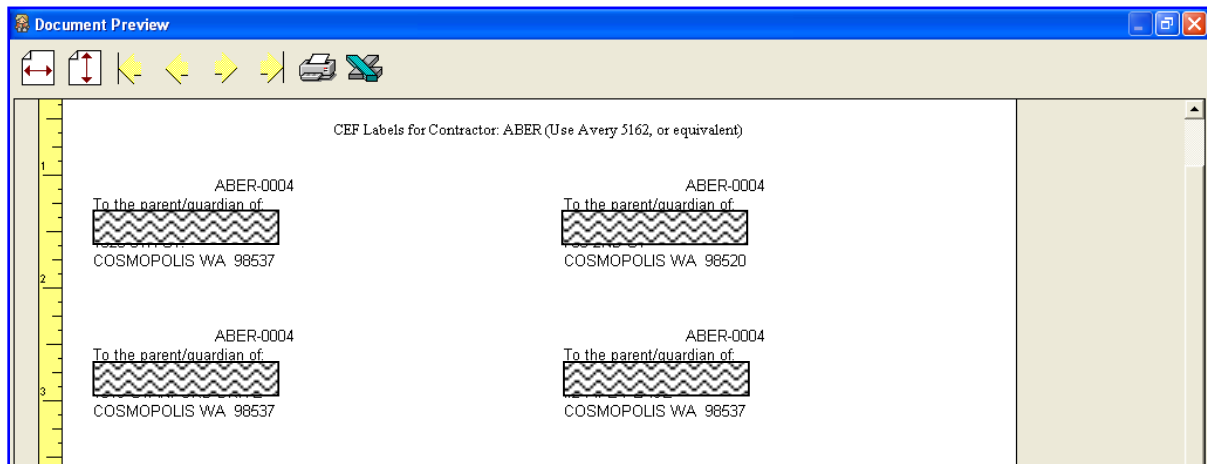
## 12. Individual Education Plans

This report lists all children in your program who are on an IEP.

CHILD'S NAME	CHILD KEY	1ST SERVICE TRANSFER IN	EXIT DATE	SITE CODE
		09/04/2007		ABER-0015
		09/18/2007		ABER-0008
		09/05/2007		ABER-0013
		09/04/2007		ABER-0013
		09/18/2007		ABER-0008
		09/04/2007		ABER-0015
		08/22/2007		ABER-0012
		09/04/2007		ABER-0015
		11/05/2007		ABER-0014

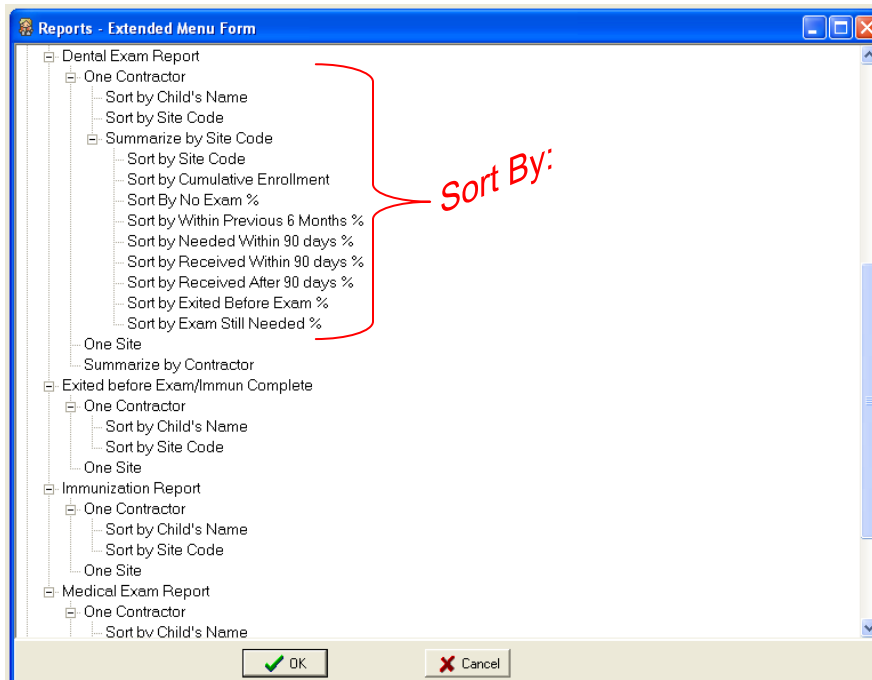
### 13. Mailing Labels

Print mailing labels for all your enrolled families using this report.



### 14. Medical and Dental Exam Reports

These reports look specifically at your medical and dental exam completion percentages. Choose how you would like the records sorted, then click "OK".



## 15. Over Income Report

Use this report to list all over-income children for your program. The report also calculates the percentage of over-income children based on your cumulative and active enrollments. The maximum over-income percentage in state statute is 10%. Refer to ECEAP Performance Standard B-4 to find out your maximum percentage.

Document Preview

Early Childhood Education and Assistance Program  
**OVER INCOME REPORT**  
Sorted by Child's Name  
Printed on January 14, 2008 for Administration

CHILD'S NAME	NUMBER HOUSEHOLD	INCOME LEVEL	FPL PLUS 10%	ENROLLED	SITE CODE	EXIT DATE	EXPLANATION
		\$27,840.00	\$26,543.00	09/24/2007	ABER-0014		Environmental Factors
		\$31,920.00	\$26,543.00	07/01/2007	ABER-0012		Environmental Factors
		\$15,360.00	\$15,059.00	07/01/2007	ABER-0012		Environmental Factors
		\$38,400.00	\$34,199.00	11/29/2007	ABER-0012		Environmental Factors
		\$30,653.00	\$30,371.00	08/28/2007	ABER-0017		Developmental Factors

Contract FEL	PIF FEL	Cumulative	% of Contract	Current	% of Contract
157	157	5	3.2%	5	3.2%

## 16. Transfer and Return Report

This report tracks your children as they enter and exit a program. It's an easy way to identify which children transferred from one site to another.

Document Preview

Program Year 2008  
Contractor: OLYMPIC ESD #114  
Early Childhood Education and Assistance Program  
**TRANSFER/RETURN REPORT**  
Sorted by Child's Name  
Printed on January 14, 2008 for Administration

CHILD'S NAME	ENROLL DATE	SITE CODE	FIRST SERVICE	EXIT DATE	SITE CODE	FIRST DATE	EXIT SERVICE	SITE CODE	FIRST SERVICE	EXIT DATE
1	05/21/2007	KESD-0003	09/15/2007	09/15/2007	KESD-0014	09/25/2007	11/16/2007			
2	05/30/2007	KESD-0010	09/15/2007	09/15/2007	KESD-0005	09/17/2007				
3	05/02/2007	KESD-0005	09/17/2007	09/17/2007	KESD-0003	09/21/2007	12/04/2007			
4	04/24/2007	KESD-0014	09/15/2007	09/15/2007	KESD-0003	09/21/2007				

TOTAL: 4